

EDITED TASK LISTING

CLASSIFICATION: **PAINTER II, CORRECTIONAL FACILITY (CF)**

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Scrape, sand and fill damaged surfaces for priming/finishing various buildings, structures, and fixtures (e.g., sheet rock, doors/frames, and window trim, etc.) to meet institutional program needs, security needs, federal and state mandates, etc., utilizing various resources (e.g., personal knowledge and experience, Hazardous Material Guidelines, Senate Bill 198 (SB 198), Injury and Illness Prevention Program (IIPP), etc.), as needed.
2.	Apply undercoats and finish coats to wood, metal and concrete to protect and produce optimum finish, utilizing hand tools (brush or roller) and/or mechanical tools (airless or conventional type spray guns) under the direction of the Painter III or supervisor on a daily basis.
3.	Hang wallpaper to wood, concrete, drywall or existing wallpapered surfaces to maintain a sanitary environment on such surfaces not conducive to painting, utilizing hand tools (e.g., seamer, cutting blade, broad knife, etc.), mechanical tool (i.e., steamer), proper sizing (adhesives) under the direction of the Painter III or supervisor, as needed.
4.	Mix or tint paint/stains to match existing finishes utilizing various colorants and stain combinations for structures and fixtures (e.g., sheet rock, doors/frames, and window trim, etc.) to meet institutional program needs, security needs, federal and state mandates, etc., utilizing various resources (e.g., Hazardous Material Guidelines, EPA, UBC, SB 198, IIPP, etc.), as needed.
5.	Clean and maintain hand tools (e.g., brushes, roller frames, paint grids, etc.) and mechanical tools (e.g., spray guns, spray pots, spray tips, etc.) to increase the life expectancy of tools, utilizing wire brushes, scouring pads, water, soap, solvent (mineral spirits), and pump saver, on a daily basis.
6.	Paint simple designs and graphics to wood, concrete and drywall surfaces in designated areas to provide a calming atmosphere conducive to home living or after care (e.g., visiting rooms, chapels, dining room, Substance Abuse Program classrooms, etc.), utilizing hand tools (e.g., brushes, roller frames, paint grids, etc.) and mechanical tools (e.g., spray guns, spray pots, airbrush, etc.) under the direction of the Painter III or supervisor, as needed.

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7.	Prepares estimates for a variety of jobs to include labor, materials, tools, equipment, etc., to identify and provide the necessary information for a cost analysis, utilizing various resources (e.g., personal knowledge and experience, blueprints, rough sketches, vendors, laws, rules, codes, regulations, policies, institutional operational procedures, etc.), under the direction of the Painter III or supervisor, as needed.
8.	Advise Painter III in the selection, ordering and storing of painting materials, tools, and equipment needed to meet the needs of the institution to ensure compliance with various rules, regulations, codes, etc., utilizing various resources (e.g., catalogs, fliers, vendors, Uniform Building Code [UBC], departmental design criteria guidelines, project drawings and specifications, and personal knowledge and experience, etc.), on an on-going basis.
9.	Coordinates and schedule with departmental trades people, custody and other institutional program staff, contractors and vendors regarding projects, preventive maintenance and repairs of facilities (e.g., buildings, structures, fixtures, etc.) to ensure the work is completed effectively and efficiently, impact to security, operations and programs are minimal, and compliance with various, rules, regulations, policies, procedures, etc., utilizing interpersonal skills and various resources (e.g., Hazardous Material Guidelines, SB 198, IIPP, etc.), as needed
10.	Prepare and maintain records and reports (e.g., material safety data sheets, timekeeping, staff and inmate/youthful offender safety training [job specific], tool and material control, etc.) to provide information for institutional use and assure compliance stipulated by laws, rules, regulations, policies, procedures, etc., utilizing various resources (e.g., Departmental Operations Manual [DOM], Title 15, institutional operational procedures, Inmate Work Training Incentive Program [IWTIP], IIPP, etc.), on a daily basis.
11.	Plan and organize the work of inmates/youthful offenders engaged in the operations, maintenance, alteration and repair of various buildings, structures, and fixtures (e.g., sheet rock, doors/frames, window trim, types of equipment utilized, etc.) to provide information/direction, ensure proper completion of work, to meet institutional security and program needs, etc. utilizing the work order system and various resources, (e.g., job specifications, blueprints, Standard Automated Preventative Maintenance System [SAPMS], Hazardous Material Guidelines, SB 198, IIPP, etc.), as directed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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12.	Direct and lead the work of inmates/youthful offenders engaged in the operations, maintenance, alteration and repair of various buildings, structures, and fixtures (e.g., sheet rock, doors/frames, window trim, type of equipment utilized, etc.) to convey information and/or direction necessary to properly complete work assignments required to meet the institutional security and program needs, etc., utilizing the work order system and various resources, (e.g., job specifications, blueprints, SAPMS, Hazardous Material Guidelines, SB 198, IIPP, etc.), as directed.
13.	Evaluate and layout assigned job to determine materials, tools, man hours, timeframes and impact of affected staff and program, utilizing personal knowledge and experience, DOM, SB 198, IIPP, Hazardous Material Guidelines, etc. under the direction of the Painter III or supervisor, as needed.
14.	Direct and lead the work of trades people (e.g., Inmate Ward Labor, union casuals, Maintenance Mechanics, etc.) engaged in the operations, maintenance, alteration and repair of various buildings, structures, and fixtures (e.g., sheet rock, doors/frames, window trim, type of equipment utilized, etc.) to convey information and/or direction necessary to properly complete work assignments required to meet the institutional security and program needs, etc., utilizing the work order system and various resources, (e.g., job specifications, blueprints, SAPMS, Hazardous Material Guidelines, SB 198, IIPP, etc.), as directed.
15.	Identify specific material required in order to paint, stain and/or varnish various woodwork, metal, masonry, drywall, etc. effectively protecting and producing optimum finish on various surfaces to meet institutional program needs, security needs, federal and state mandates, etc., utilizing various resources (e.g., personal knowledge and experience, Hazardous Material Guidelines, SB 198, IIPP, etc.), on a daily basis.
16.	Grind (remove burs, rust, jagged edges, etc.), etch, prime and finish paint metal for preventative maintenance, in order to preserve the life expectancy of sub-straight and fabricated objects (e.g., beds, lockers, expanded metal cages, grill gates, etc.), utilizing personal knowledge and experience, SAPMS and various resources (e.g., Hazardous Material Guidelines, DOM, Title 15, Environmental Protection Agency [EPA], UBC, SB 198, IIPP, etc.), as needed.

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17.	Prepare and finish newly installed or heavily damaged drywall for painting to meet institutional program needs, security needs, federal and state mandates, etc., utilizing personal knowledge and experience and various tools (e.g., drywall blades, razor knives, mud pans, bazooka taping gun, hopper, etc.), under the direction of the Painter III or supervisor, as needed.
18.	Clean surfaces (e.g., concrete, metal, wood, and asphalt, etc.) with pressure washer (i.e., water blaster) to remove debris and corrosive material from surfaces prior to paint, utilizing operational service manuals, proper Personal Protective Equipment (PPE), personal knowledge and experience, SB 198, IIPP, Hazardous Material Guidelines, etc. under the direction of the Painter III or supervisor, as needed.
19.	Repair, replace and glaze broken windows on various buildings and structures to meet institutional program needs, security needs, federal and state mandates, etc., utilizing personal knowledge and experience, hand tools (e.g. glazing knife, putty knife, drill, drill bits, glass cutting tools, etc.) various resources (e.g., Hazardous Material Guidelines, SB 198, IIPP, PPE, etc.), under the direction of the Painter III or supervisor, as needed.
20.	Create signage layout on various buildings, structures, roadways and equipment, etc. to meet the needs of the institution to ensure compliance with various rules, regulations, codes, etc., utilizing DOM, Title 15, EPA and American Disability Act, under the direction of the Painter III or supervisor, as needed.
21.	Performs Demand Work Orders for institutional departments to meet the daily operational needs of a correctional facility, utilizing personal knowledge and experience, paint shop/maintenance warehouse materials, and various resources (e.g., DOM, Title 15, Hazardous Material Guidelines, SB 198, IIPP, etc.), on a daily basis, under the direction of the Painter III or supervisor.
22.	Performs Preventive Maintenance Work Orders to various buildings, structures and fixtures (e.g., door and window frames, window coverings, engine and air conditioning shrouds, etc.) in order to increase life expectancy of state buildings and conserve energy, utilizing the SAPMS and various resources (e.g., DOM, Title 15, Hazardous Material Guidelines, SB 198, IIPP, etc.), on an on-going basis.

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23.	Supervise individuals committed to the Department of Corrections and Rehabilitation while maintain the safety and security of individuals committed to the Department of Corrections and Rehabilitation in order to prevent escape and injury of inmates/youthful offender to themselves or others and to secure property, utilizing departmental policies and procedures in the performance of daily activities utilizing interpersonal skills, heightened awareness of the surroundings, DOM, Title 15, Inmate Work Training Incentive Program (IWTIP), etc., on a continuous basis.
24.	Inspect assigned shop (e.g., locking devices, tool cages, conditions of tools, tool inventories, conduct contraband searches, hazardous material inventory, etc.) to ensure compliance stipulated by laws, rules, regulations, policies, procedures, provide a safe and secure working environment, utilizing various resources (e.g., DOM, Title 15, IIPP, Hazardous Material Guidelines, etc.), on a daily basis.
25.	Communicate in a professional and effective manner with supervisors and others (e.g., state employees, inmates/youthful offenders, the public, contractors, vendors, inspectors, etc.) to provide and obtain information, establishing an effective working relationship, utilizing tact, interpersonal skills, DOM, Title 15, etc., under the direction of the Painter III or supervisor, as needed.
26.	Act as the Painter III or Supervisor of Building Trades in his/her absence to ensure continued operations of the institution, utilizing personal knowledge and experience, effective communication skills, establishing an effective working relationship with others (e.g., state employees, inmates/youthful offenders, the public, contractors, vendors, inspectors, etc.), utilizing tact, interpersonal skills, DOM, Title 15, institutional operational procedures, as needed.
27.	Requisition tools, materials, supplies and equipment to ensure proper operation and efficiency of paint shop, utilizing procurement forms (e.g., purchase requisition forms [Form 954], written justification, bids, recycle content, etc.) as required by the institutional operational procedures, State Administrative Manual, DOM, etc., under the direction of the Painter III or supervisor, as needed.

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28.	Maintain and promote a work environment free of discrimination and harassment in accordance with the department's policies on sexual harassment and treatment of people to produce a hostile-free workplace utilizing Equal Employment Opportunity policies, Title 15, DOM, institutional operational procedures and appropriate training, etc., on a continuous basis.
29.	Read blueprints to identify specific information (e.g., location, specifications, equipment, material quantities, etc.) for projects, work order assignments, and cost estimates, etc., to ensure work is done according to plans and specifications utilizing personal knowledge and experience, architect ruler/scale, as needed.
30.	Conduct and document safety training for inmates/youthful offender work crew to promote safety awareness (e.g., hazardous material usage, hand/mechanical tools, ladder safety, etc.) for compliance of General Industrial Safety Orders, Cal OSHA Title 8, IIPP and IWTIP, etc., utilizing training aids and handouts, as needed.
31.	Ensure tools/equipment are properly maintained to prevent injuries and down time, and produce efficient completion of preventative and demand work orders utilizing personal knowledge and experience, Title 15, DOM, IIPP, Cal OSHA, Equipment Operational Manual, institutional operational procedures, communication with manufacturers, broken tool reports, etc., on a daily basis.
32.	Set-up, dismantle and inspect scaffolding for defects and structural integrity, to ensure the platform is safe and tagged accordingly as stipulated by Cal OSHA Title 8 and the manufacturer's instructional manual, as required.
33.	Set-up, take down and inspect ladder for defects and structural integrity to ensure safe working conditions as stipulated by Cal OSHA Title 8 and the manufacturer's instructional manual, as required.